

**TM-2 PREPARER COURSE****USING NASA TRAVEL MANAGER SYSTEM****CLASSROOM EXERCISE****Trip Information****Create an Authorization:**

Trip: Chicago, IL

5 Days

The scenario includes two Accounting Codes, one from the traveler's organization and the other from another organization. Split funding between the two accounts 50/50 percent. Commercial air will be used as the mode of transportation for \$500.00, which will be charged to traveler's credit card. A rental car is authorized at the travel destination – enter an expense for \$200.

**Create a Voucher from the Authorization:**

Add a Personal Call expense for \$5.00 on the first day and \$3.00 on the last day. Enter in Comments: 600 miles total for rental car. All 600 miles were official.

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